



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

POST AND BID/JOB OPPORTUNITY

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)

VICTIM COMPENSATION PROGRAM

Permanent/Full-Time

\$4,111.00 - \$4,997.00

GEOGRAPHICAL LOCATION:

The Victim Compensation and Government Claims Board (VCGCB) does not have any field offices and is located in Downtown Sacramento, CA.

ESSENTIAL FUNCTIONS:

Under the general direction of the Staff Services Manager I, Victim Compensation Program (VCP), the AGPA independently performs the more responsible and complex analytical staff work. The Analyst provides consultation and technical assistance to the Regional Manager, Board Staff, and stakeholders regarding administrative and programmatic issues. Travel may be required. Specific responsibilities of the Analyst include but are not limited to:

- Works with the manager to evaluate processes and/or procedures, develops program evaluation methods based on information obtained from policies, procedures, subject matter experts, and data analysis. Analyzes fiscal data and identifies a measure of compliance within the region. Projects trend lines on efforts to improve processes. Prepares assessment reports based on data and makes recommendations to management for modification, continuance, or elimination of existing processes that are effective or ineffective in producing results. Coordinates meetings within the region. Assists the manager with maintaining consistency throughout the Board.
- Works in a team environment providing support to the Regional Program Manager, assumes responsibility for special projects and/or issues pertinent to that region. Serves as a liaison in building and developing cooperative relationships with external stakeholders and internal staff for the purpose of providing excellent service to victims of crime and stakeholders.
- Researches issues for controlled correspondence and other inquiries and prepares written responses for executive staff and management signature. Performs a variety of analytical tasks, including the most difficult and/or sensitive work. Develops written summaries of issues and the models, work plans, systems and policies to resolve the issues. Coordinates Corrective Action Plans and prepares memorandums for Audits and Investigations and other audits. Works with the Quality Assurance Staff Services Analyst to address emerging trends in claims processing for management review. Works with the Regional Manager to create justifications for staffing and equipment needs.

REQUIRED TECHNICAL AND PROFESSIONAL SKILLS AND ABILITIES:

- ☒ Strong analytical skills with the ability to work well under pressure.
- ☒ Excellent oral and written communications skills, with the ability to clearly articulate issues.
- ☒ Ability to reason logically and creatively and utilized a variety of analytical techniques to resolve complex governmental and managerial problems.
- ☒ Ability to work well in a team setting, but have the ability to work independently.
- ☒ Knowledge of departmental administrative policies and procedures.
- ☒ Thorough and attentive to details with the ability to comprehend legal issues and present a comprehensive response.
- ☒ Ability to develop and evaluate alternatives
- ☒ Demonstrate sound rational reasoning and problem solving abilities using critical thinking processes.
- ☒ Excellent attendance and interpersonal skills.

The selected individual must report to the new position in no less than fourteen (14) calendar days unless agreed otherwise by the current and hiring supervisor. The start date must be effective within thirty (30) calendar days of the date the employee accepted the position.

POSITION NUMBER: 040-250-5393-801



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- ☒ Analyze data and present ideas and information effectively both orally and in writing.
- ☒ Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.

EDUCATION REQUIREMENT:

None.

PHYSICAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

75% of time spent at work requires prolonged sitting using a keyboard, video monitor and/or telephone. 25% of time spent at work requires standing, walking, bending or stooping, grasping and reaching for work materials. No climbing balancing or kneeling is required. The work environment is quiet with minimal noise produced from computers, copiers, printers or light human traffic.

DIFFERENTIALS THAT APPLY TO POSITION:

None

FINAL FILING DATE OF BID APPLICATION:

Final filing date for bid process is: **May 1, 2006**

If the position is not filled during the bid process, the final filing date will be "Until Filled" for Open candidates (non-bidders).

LOCATION OF BID APPLICATIONS:

For Post and Bid applicants only: Bid applications are located in the VCGCB Intranet under the HR Tab/Labor Relations section. Please print out and complete the application in its entirety before submitting. Please **do not** submit a Std. 678 State Application if you are bidding for this vacancy via the Post and Bid process.

SUBMIT BID APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252
email address: rjones1@vcgcb.ca.gov

CANDIDATE AVAILABILITY WINDOW PERIOD:

Candidate must be available for contact from date of posting 04/19/06 through close of business 05/19/06.

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WHO MAY APPLY:

Preference will be given to VCGCB employee's eligible to bid for this position. Bidders must meet the requirements per Section 15.3.1 of the bargaining contract. If there are no successful bidders for this vacancy, recruitment will be open to candidates currently at or have eligibility for the AGPA classification. Open candidates (non-bidders) are to submit a Std. 678 State application, a current resume and cover letter explaining their eligibility and interest in this position. Applications of non-bidders will be screened and only the most qualified will be selected to interview.

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